

**City of Tempe Community Services**  
**Part-Time Temporary Employment Opportunity**



**NORTH TEMPE MULTI-GENERATIONAL CENTER**  
**ADMINISTRATIVE CLERK**

- Opening Date:** May 1, 2021
- Closing Date:** Applications will be accepted until the needs of the City are met.
- Hourly Wage:** \$13.00 hour
- Hours:** Various shifts. Monday through Saturday from 11:00 a.m. to 8:00 p.m.  
Schedule will vary from 10-20 hours per week.
- Minimum Qualifications:** Requires customer service experience and possess computer skills i.e. word, excel; and the equivalent to completion of the 12<sup>th</sup> grade.
- Provide customer service
  - Communicate clearly and concisely, both orally and in writing
  - Able to follow established policies and procedures
  - Able to understand and carry out oral and written directions
  - Able to establish and maintain cooperative working relationships with public, staff and facility partners.
  - Current First Aid/CPR/AED certification is required or ability to obtain with 90 days of hire
- Essential Job Functions:**
- Answer multi-line phone
  - Serve the public by providing information concerning the facilities, programs and policies
  - Enter date and program registration information into computer
  - Set up rooms: Lifting and moving chairs, tables and program equipment (up to 50 pounds)
  - Assist with facility projects
  - Attend monthly staff meetings
  - Assist with meal set up, clean up, service, participant registration, and collection of monetary donations.
  - Ability to obtain Food Handler's Card within 90 day of hire

**Submit Application to:**  
North Tempe Multi-Generational Center  
1555 North Bridalwreath Street  
Tempe, AZ 85281  
**Phone:** 480-858-6500  
**Fax:** 480-858-6545  
**Email:** [rick\\_oliphant@tempe.gov](mailto:rick_oliphant@tempe.gov)

The City of Tempe is an equal opportunity/reasonable accommodation employer.